



CITY OF GARDNER

Small Necessities Leave Policy

The City of Gardner (hereinafter “the City”) grants Small Necessities Leave in accordance with the terms of this policy

SMALL NECESSITIES LEAVE

1. **Scope.** A Small Necessities Leave permits an employee to take up to 24 hours of leave in a 12-month period for the following reasons:
 - a. To participate in school activities directly related to the educational advancement of a son or daughter of the employee, such as parent-teacher conferences or interviewing for a new school;
 - b. To accompany a son or daughter of the employee to routine medical or dental appointments;
 - c. To accompany an elderly relative (i.e., an individual at least 60 years of age and related by blood or marriage to the employee) to routine medical or dental appointments or appointments for other professional services relating to the elder’s care, such as interviewing at a nursing home.

2. **Terms And Conditions Of Leave.**

- a. Small Necessities Leave is available only to employees who have been on the City payroll for a period of 12 months and who have worked at least 1250 hours in the preceding 12 months.
- b. The City will measure the 12-month period under this policy as a “calendar year”. Therefore, leave taken under the small necessities leave provisions of this policy within the calendar year will reduce the amount of leave entitlement under this provision.
- d. If an employee has accumulated vacation or other paid leave, the City encourages the employee to use paid leave concurrently, with small necessities leave.

INTERMITTENT LEAVE AND REDUCED LEAVE SCHEDULE

An employee may take leave intermittently or on a reduced schedule.

NOTICE AND CERTIFICATION

1. A request for leave under this policy should be made by to your supervisor or manager in writing. For small necessities leave that is foreseeable (including intermittent and reduced leave schedule), an employee must provide at least a 7 day advance written notice of the need and reasons for such leave. If a 7-day advance written notice is not practicable because of unforeseen circumstances, notice must be given as soon as practicable. If an employee fails to give timely advance notice when the need for leave is foreseeable the City may deny the leave until 7 days after such notice is given.

I acknowledge the receipt of the City of Gardner's Policy and Procedures for Small Necessities Leave.

Name: _____ Department: _____

Signature: _____ Date: ____/____/____

Please sign and return this portion of the Policy to your Department Head who will then forward it to the Personnel Office. Thank you.